

Grosmont Futures – Minutes of Meeting 31st March 2021, 6.30pm, via Zoom

Present

Jan Chatfield (JC), Oliver Huntsman (OH), Witek Mintowt Czyz (WMC), Deb Nevill (DN), Lynne Potter (LP) (Chair), Jo Whitaker (JW), Mark Whitaker (MW), Peter Willis (PW), Alex Minford (AM), Clare Preece GCC (CP)

Apologies

None, Jane Moggridge (JM) joined the meeting at 7.15

LP Thanked everyone for attending and congratulated the team on achieving 98 responses to the questionnaire

1. Minutes of the Meeting held on 23rd March 2021

The minutes were accepted as an accurate record.

2. Action points from the last meeting.

2.1 Linolt/ GF Email list– PW has contacted those people (around 30) on the original Rural Futures contact list who had not indicated on the questionnaire that they were happy to be included on a new GF email contact list, to ascertain whether they give their permission to be included on the GF list.

DN & PW subsequently created a GF contact list made up of around 35 new contacts and 30 existing contacts. The list will be maintained by **DN** and any emails will be sent using blind copies in accordance with GDPR.

DN will send out an email to all those on the new GF list thanking them for their interest and welcoming them to GF, including an introduction to Linolt and invitation to add any comments.

WMC will write an invitation for Linolt and to send it to **JM** to put on FB and Website.

**Action: DN to circulate welcome email
WMC to provide Linolt details to JM for Website**

2.2 Finances– **OH** reported that he had received an invoice of £65 from Mark Potter for printing the questionnaires and leaflets. This expenditure was approved by e mail by **DN & AM**, leaving a remaining balance in the GF account of **£504.26**. **PW** noted that although he had received an informal indication from the funder that the original £750 grant allocated for the Grosmont's got Talent Event could be used for community engagement, in theory we should have applied formally for a change of use.

2.3 CGEF Application – **WMC** has had discussions with Anna Woolnough, Anna has kindly agreed to draft applications for the three grants: The Community Green Energy Grant, the Capital Development Grant, and the Major Grant. As stated previously it is unlikely that the CGEF will fund the repair work, so once the data from the questionnaires has been analysed it will be possible to determine whether there is a specific item(s) that could qualify for the CGEF. The application forms and application deadline have not yet been published, although there will be a funding round this year. **CP** said that David Hughes (Chair of GCC) was also on the CGEF committee and that how any application ref funding for repair work was worded could make a difference.

**Action: Committee to decide on suitable project
WMC to thank Anna**

3. Matters arising not on the Agenda

None

4. Correspondence

None

5. Agenda

5.1 Finances

See 2.2 above nothing further to add.

5.2 Review of progress against GCH project timeline.

Lines 19-24 – Remedial Repair Work– remove reference to CGEF and make a comment in the risk column regarding funding for repairs.

Once community engagement data has been analysed Pre-App process can be progressed, otherwise targets are being met.

5.3 Energy Audit

WMC circulated the report at the last GF meeting. The final decisions on how to heat the building will depend on how the building will be used i.e., will the Undercroft be used as an additional enclosed space? The report will be used to develop a strategy and inform plans. **JC** noted that there appeared to be a discrepancy in that more heat loss was identified from the upper hall than the Undercroft in all three of the options provided in the report. **WMC** agreed to follow this up.

OH, suggested that internal shutters could prove effective in improving insulation.

MW Noted that some of the proposed activities would benefit from the use of blackout curtains.

Action: WMC to contact 3de Consulting to clarify heat loss calculations

5.4. Linolt and Mailing List

See 2.1 above, nothing further to add

5.5 Analysis of Data

Prior to the meeting **PW** circulated a brief overview of the work so far, but emphasised it was very much work in progress. The main issue is that much of the data has to be manipulated by hand and transferred into Excel. There are some useful pointers as to what might be popular, but further work is necessary especially in analysing ages V usage and in cross analysis of comments. **PW** is on leave for 10 days and will continue the work when he returns. In the meantime, can the **sub-committee** review the data and identify what we don't know and think about how we might use the data better. **JC & JW** both have some experience of Excel and offered to look at the data while **PW** is away. **WMC** asked **PW** to forward the raw data to the committee.

Action: PW to forward data to committee

JC & JW to review Excel data

Sub-Committee (AM, DN, JC and LP) to review data

5.6 Admin

5.6.1 Dropbox is working well as a repository for approved documents with folders set up for most

areas. Please maintain documents that are work in progress in personal folders in Dropbox to distinguish them from approved docs.

5.6.2 **JC** with help from **JM** has updated the Padlet and Website with copies of the minutes and a selection of documents

5.6.3 The Display was said to be a resounding success, but it has suffered a little from the wind. Feedback has been good, although a comment was made that there is no contact telephone number available. **LP** said she was happy for her number to be used as a contact. The display needs to be updated with the current project timeline and numbers of responses to questionnaire. Once the data has been fully reviewed the display can be used to disseminate info to the community.

Action DN, JC & JM to update display

5.7 Children's Competition & Prize Draw

5.7.1 **DN** noted that we need to appoint a judge for the competition. There followed a discussion as to who would be the most appropriate bearing in mind that the winning Logo would be used by GF in the future candidates included, the Head Teacher at Cross Ash School, David Hughes Chair of GCC, Rev Gaynor, Mark Whitaker Co-Chair of GF, and former Art & Ceramics Teacher. It was decided that **MW** would short list and following approval from the committee the short list would be sent to David Hughes (Chair of GCC) for the final decision.

5.7.2 Prize Draw – This will be used as a vehicle for Publicity and provide an opportunity to inform the community about the results from the questionnaires and existing data. It would be good for this to be some form of face-to-face event COVID restrictions permitting, possibly some outdoor event in early summer. **CP** informed the meeting that GCC were intending to take part in the National “Thank You to the NHS Day” in July. The event will include a Banner, Bunting, Church Bells, and a Toast to the NHS. She suggested that the draw could take place alongside this event. **LP** disagreed saying it would take the focus off celebrating the NHS and it might dilute our message. It was agreed to re-visit this in a few weeks' time when COVID restrictions might have eased.

5.8 Feedback from the Joint Committee Meeting 30/03/21

AM Explained that it was his understanding that the Joint Committee had been set up to deal with any differences between GF and GCC, being the mechanism to sort problems out. As there were no problems, the meeting on 30/03/21 was cancelled. **LP** queried this stating that it was important that the Joint Committee should always meet as this was the opportunity to demonstrate the collaboration between the two organisations. **JC** agreed saying it was important to keep the dialogue and lines of communication open and transparent. **WMC** stated that for governance reasons it is important that regular meetings are held and documented, he noted that the next meeting is not scheduled until the 27th April and asked whether the meeting on 30th March should be re-scheduled. Whilst there are no immediate problems to be resolved, a meeting would be the opportunity to demonstrate communication in practice, clarify the spending so far, outline any outstanding issues and share the main points of progress. **AM** noted that communication was in place with GCC in that they receive copies of the minutes from GF meetings and that **WMC** had written a briefing paper on behalf of GF outlining progress which had been submitted to the March GCC meeting. **WMC** stated that he would feel more comfortable if future briefing papers were submitted by the Joint Committee. **JC** commented that although the Joint Committee had been agreed as part of the framework document published in January, it had not yet met, and the various officers had not been confirmed.

After more discussion it was agreed that in future the Joint Committee would meet monthly, with the next meeting scheduled for 27th April 2021.

5.9 - How to Feedback the Results from the Survey to the Community.

The results will be posted on the Website and Facebook, with the display being updated accordingly. The Draw will be used as an opportunity for further publicity, see the ideas as discussed under 5.7.2, to be revisited once we have a clearer idea of the COVID restrictions.

5.10 – Zoom with members of community who indicated they wanted to participate in a public meeting

The meeting will be another opportunity to feed back the findings from the survey. Once we have a clearer idea of what conclusions can be drawn from the data and have an idea of what we want to do in the Hall then it will be possible to identify points for discussion. **DN** noted it would be polite to thank people for their interest and let them know a meeting would be held in the near future. This will be added to the forthcoming “welcome email” see 2.1 above.

Action: DN to circulate welcome email

5.11 Next Steps

Action - Group to Review the data.

5.12 AOB

LP asked when **PW** would be back from leave – **PW** confirmed the date as 12 April

Date of next GF meeting: Tuesday 20th April at 6.30pm by Zoom

Date of next Joint Committee meeting: Tuesday April 27th at 5pm by Zoom

There being no further business the meeting closed at 7.50pm